



## **RETIREMENT ADMINISTRATIVE ASSISTANT**

The Town of Lexington, Massachusetts

**18 HOURS PER WEEK - \$15 -\$20/HOUR**

The Lexington Retirement Board is seeking a qualified individual to assist in the administration of the retirement system. This individual would work under the supervision of the Retirement Administrator and the Lexington Retirement Board.

### **Responsibilities include:**

- Implements the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulation 840 CMR, and retirement board policies relating to retirement benefits.
- Performs the functions and duties of the Retirement Administrator in her absence.
- Maintain a complete set of records on members and retirees to Tyler Technologies/TACS computer software modules.
- Inform members and retirees of their benefits and rights under the retirement law; including calculations of various types of retirement benefits and death benefits.
- Assures all members contributions are properly credited, transferred, calculate creditable service, make up payments, refunds/rollovers and prepare 1099R's in accordance with IRS tax laws.
- Prepare and process retirees' monthly retirement allowance payroll and annual 1099R's in accordance with IRS tax laws.
- Other related duties

### **Qualifications:**

Interested individuals must have strong mathematical, interpersonal, organizational, communication, computer and bookkeeping skills. Must maintain a strict level of confidentiality. Knowledge of M.G.L. Chapter 32, PERAC regulations and TACS computer software desirable.

Resume and Town Application Form required. Download Application Form from Town of Lexington website or e-mail [moliva@ci.lexington.ma.us](mailto:moliva@ci.lexington.ma.us) or [csheffield@ci.lexington.ma.us](mailto:csheffield@ci.lexington.ma.us) . Call 781-862-0500 ext. 220 or ext. 276. Please mail applications and resumes to Marguerite Oliva, Retirement Administrator, Lexington Retirement Board, Lexington Town Hall, 1625 Massachusetts Avenue, Lexington, MA 02420. Position open until filled. EO/AAE